

CITY OF HARRISONBURG
invites applications for the position of:
Administrative Specialist

An Equal Opportunity Employer

SALARY:

<u>Hourly</u>	<u>Biweekly</u>	<u>Monthly</u>	<u>Annually</u>
\$14.48 - \$16.65	\$1,158.40 - \$1,332.00	\$2,509.87 - \$2,886.00	\$30,118.40 - \$34,632.00

OPENING DATE: 08/30/21

CLOSING DATE: 09/08/21 05:00 PM

DESCRIPTION:



Are you looking for a rewarding career that allows you to utilize your administrative skills to make an impact here in the local community? If so, consider applying for the City of Harrisonburg Public Transportation Department's Administrative Specialist position!

The Administrative Specialist is a full-time position with benefits and a preferred hiring range of \$14.48 - \$16.65 per hour (equivalent to \$30,118 - \$34,632 annually). An exact salary will be dependent upon the selected candidate's qualifications and experience, and applicants may be considered for other levels within the department at an annual rate commensurate with applicant qualifications.

The ideal candidate for this position will take initiative and prioritize work appropriately while performing office work that emphasizes production, control, general office, and administrative support individually or in a team environment.

As the Administrative Specialist, you'll:

- Interact frequently with the public, which requires making decisions based on interpretation and judgment of guidelines and instructions;
- Enter and process large volumes of routine administrative work, which may require processing considerable amounts of complex technical reports;
- Assist in accounts receivable, accounts payable, travel and training reservations and finance records, and filing reports for City employees;
- Set-up/organize, maintain, revise, and archive various files and forms;
- Receive, process, and distribute office mail;
- Assist the general public, contractors, vendors, other government agencies and employees with questions or complaints concerning accounts payable;
- Collect, prepare, and file data for a variety of records and reports, including school bus, transit, and paratransit programs, and financial records;
- Exhibit regular, reliable attendance, which is necessary for the role;

- Operate a City vehicle in the performance of job duties;
- Perform related tasks as required.

Physical Requirements: This is generally sedentary work requiring the exertion of up to 50 pounds of force occasionally, and a negligible amount of force frequently or constantly to move objects. Work requires reaching, fingering, grasping, feeling, and repetitive motions; vocal communications is required for conveying detailed or important instructions to others accurately, loudly, or quickly; hearing is required to perceive information at normal spoken word levels; visual acuity is required for preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of machines, and determining accuracy and thoroughness of work; the worker is not subject to adverse environmental conditions.

Minimum Requirements:

- High school diploma or GED with coursework in business, bookkeeping, accounting, or related field and moderate (1-3 years) experience providing specialized administrative support and office operations, or an equivalent combination of education and experience.
- Valid driver's license.

The ideal candidate will have:

- Considerable knowledge of office practices, procedures, and office equipment;
- Specialized knowledge of office equipment capabilities and operations;
- Thorough knowledge of:
 - Standard English grammar, punctuation, and usage;
 - Basic computational arithmetic to include fractions, decimals, and percentages;
 - A variety of manual and automated filing systems;
- Skill in the operation of automated office equipment;
- The ability to:
 - Interpret and follow oral and written rules and regulations;
 - Communicate orally and in writing;
 - Learn new practices, procedures, and equipment operations;
 - Collect, assemble, and process information;
 - Organize work and make independent work processing decisions;
 - Work in a team environment and delegate work assignments, as needed;
 - Establish and maintain effective working relationships with associates and the general public.

Successful applicants for this position will be subject to a DMV record check and must complete a satisfactory drug screening and criminal background check.

Application Deadline: In order to be considered for this position, applicants must submit a complete City of Harrisonburg online employment application by September 8, 2021 at 5:00 pm EST.

The City provides an excellent benefits package including health insurance, retirement (VRS & ICMA-RC), life insurance, paid leave and holidays.

All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, sexual orientation, national origin, disability or veteran status.

The City of Harrisonburg is an Equal Opportunity Employer.

APPLICATIONS MAY BE FILED ONLINE AT:
<https://www.harrisonburgva.gov/employment>

Job #5152 - (Aug 2021)
ADMINISTRATIVE SPECIALIST
CM

OUR OFFICE IS LOCATED AT:
409 South Main Street
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